

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६
नुसार महाराष्ट्र प्रदूषण नियंत्रण
मंडळातील, पदांकरीता दिव्यांगासाठी
पदे सुनिश्चित करणेबाबत...

महाराष्ट्र शासन
पर्यावरण व वातावरणीय बदल विभाग
क्रमांक :- दिव्यांग-२०२१/प्र.क्र.३७/आस्थापना
हुतात्मा राजगुरु चौक, मादाम कामा मार्ग,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक :- ०३ मार्च, २०२१.

- वाचा:-** १) दिव्यांग व्यक्ती हक्क अधिनियम, २०१६
२) सामाजिक न्याय व विशेष सहाय्य विभाग शासन परिपत्रक क्र. दिव्यांग-२०१९/
प्र.क्र.२५१/दि.क्र.२, दि. १२.११.२०२०
३) केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची
दि. ०४.०१.२०२१ ची अधिसूचना
४) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्र.दिव्यांग- २०१३/प्र.क्र.२५१/
दि.क्र.२, दि. ०७.१०.२०१६.
५) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्र.दिव्यांग- २०१९/प्र.क्र.३५/
दि.क्र.२, दि. ०२.०२.२०२१.
६) महाराष्ट्र प्रदूषण नियंत्रण मंडळाचे क्र.जा.क्र.मप्रनि/आस्था/म-३३, दि.१६.२.२०२१ चे पत्र.

प्रस्तावना:-

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ कलम ३३ नुसार दिव्यांगासाठी शासन सेवेतील पदांची पदसुनिश्चिती करणे आवश्यक आहे. यासाठी केंद्र शासनाने दि.४.०१.२०२१ च्या अधिसूचनेन्वये दिव्यांगासाठी सुनिश्चित केलेल्या पदांची यादी करून सदर यादी केंद्र शासनाच्या www.disabilityaffairs.gov.in य संकेतस्थळावर Policy/Act/Rules-Notification येथे List Of Post Identification Suitable for Persons with Benchmark Disability notified on ०१.०१.२०२१ या शिर्षाखील प्रसिध्द केली आहे. सामाजिक न्याय व विशेष सहाय्य विभागाने दि.०७.१०.२०१६ च्या शासन निर्णयान्वये, राज्यशासनाच्या आस्थापनेवरील पदे दिव्यांगासाठी सुनिश्चित करण्याबाबतच्या सूचना निर्गमित केल्या आहेत. संदर्भ क्र.५ येथील शासन निर्णयातील निर्देशास अनुसरून महाराष्ट्र प्रदूषण नियंत्रण मंडळाच्या दि.१६.०२.२०२१ पत्रान्वये पदांचे पदसुनिश्चिती करण्यासाठी सादर केलेला प्रस्ताव शासनाच्या विचाराधीन होता.

शासन निर्णय:-

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांनी दि. ०४.०१.२०२१ च्या अधिसूचनेन्वये दिव्यांगासाठी सुनिश्चित केलेल्या पदांची यादी प्रसिध्द केलेली आहे. केंद्र शासनाने दिव्यांगासाठी सुनिश्चित केलेली गट "अ" ते गट "ड" मधील जी पदे राज्य शासनाच्या आस्थापनेवर आहेत अशी पदे, केंद्र शासनाने प्रसिध्द केलेल्या यादीतील ज्या पदांची कर्तव्ये व जबाबदाऱ्या, कामाचे स्वरूप व प्रचलित वेतनश्रेणी राज्य शासन सेवेतील पदांशी समान आहेत, अशा पदांची पदनामे जरी भिन्न असली तरी राज्य शासन सेवेतील अशी पदे दिव्यांगासाठी सुनिश्चित करण्याच्या सूचना सामाजिक न्याय व विशेष सहाय्य विभागाने दि. ०२.०२.२०२१ च्या शासन निर्णयान्वये दिलेल्या आहेत.

२. परि.१ मधील निर्देशाच्या अनुषंगाने महाराष्ट्र प्रदूषण नियंत्रण मंडळाच्या आस्थापनेवरील, या शासन निर्णयासोबतच्या विवरणपत्र-अ मध्ये दर्शविल्याप्रमाणे २९ संवर्गांची पदे दिव्यांगासाठी सुनिश्चित करण्यात येत आहेत.

३. सदर शासन निर्णय, केंद्र शासनाच्या केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दि. ०४.०१.२०२१ ची अधिसूचना व सामाजिक न्याय विभागाच्या दि. ०२.०२.२०२१ रोजीच्या शासन निर्णयान्वये दिलेल्या सूचनेनुसार निर्गमित करण्यात येत आहे.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक क्र. २०२१०३०५१३००२८६५०४ असा आहे. हा शासन निर्णय डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सहपत्र:- विवरणपत्र-अ

(मनोहर बंदपट्टे)
अवर सचिव, महाराष्ट्र शासन

प्रति,

१. मा. राज्यपाल यांचे सचिव, राजभवन, मलबार हिल, मुंबई
२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
३. मा. मंत्री (पर्यावरण व वातावरणीय बदल विभाग) मंत्रालय, मुंबई,
४. मा. राज्यमंत्री (पर्यावरण व वातावरणीय बदल विभाग) मंत्रालय, मुंबई,
५. मा. मुख्य सचिव, मंत्रालय, मुंबई
६. प्रधान सचिव, सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालय, मुंबई
७. प्रधान सचिव, (पर्यावरण व वातावरणीय बदल विभाग) मंत्रालय, मुंबई,
८. सदस्य सचिव, महाराष्ट्र प्रदूषण नियंत्रण मंडळ, मुंबई.
९. आयुक्त, दिव्यांग कल्याण, आयुक्तालय, पुणे,
१०. उप सचिव (पर्यावरण व वातावरणीय बदल विभाग), मंत्रालय, मुंबई
११. निवडनस्ती.

महाराष्ट्र प्रदूषण नियंत्रण मंडळ

विवरणपत्र - अ

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१

अ.क्र.	पदनाम	शासिरीक पात्रता	दिव्यांग प्रवर्ग	सदर पदांवी जबाबदाऱ्या व कर्तव्ये	शेरा
१	२	३	४	५	६
गट - अ					
१	मुख्य लेखा अधिकारी	S, BN, MF,R W, SE, C	A) B, LV D. HH OA,OL,BL,OAL,BLOA,BLA,LC, Dw, AAV d) MD Involving (a) to © above	His main duties and responsibilities will consist of the following : To frame budget estimates of the Board and to forward them to the state Government for sanctioning Grant in aid to the Board. To call for grant-in-aid in suitable instalments according to the financial requirements of the Board. To invest part of the Grant, which is surplus to immediate needs, in a remunerative mode of investment. To ensure safe - custody of hard cash and other securities of the Board if any. To compile periodical and annual accounts of the Board, to Place them before the Board for adoption and to forward them to the state Governments as required under the Act.To attend to the statutory Audit party, and to ensure a clean audit report, as far as possible. To function also as Internal Audit Officer and financial Advisor to the Board. To act as drawing and disbursing Officer of the Board. To act as a collecting Authority under the Cess Act. १९७७. To generally supervise over the Accounts wing of the Board and to give a good account of this vital	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१

२	वरिष्ठ विधी अधिकारी	S, ST, RW, H, C, MF	<p>a) B. LV HH c)OL,OA, BA, BL, OAL,BLOA, BLA, CP, LC, Dw, AAV d) SLD e)MD Involving (a) to © above</p>	<p>TO look after the implementation of various Environmental Acts, rules and regulations under the supervision of the member secretary and chairman of the Board. To Prepare an action plan for the implementation of various environmental acts, rules and regulations under the supervision of the member secretary and chairman. To brief various advocates on record and sr. counsels engaged by th board in the high court and supreme court of state and national consumer forum state information commission, labour courts and lok aayukta etc. To supervise the work of law officers, asst. law officer and various panel advocates as well as the officers of the board pertaining to the legal matter. To give consultation / legal advise to the Board state govt. and other govt. and semi-govt. Orgainisation as well as the agencies approached to the Baord. To make correspondence with the central govt. state govt. other govt. and semi govt. organization and various offices of the board in respect of legal matters. To appear before various appellate authorities and to file</p>	
३	वरिष्ठ प्रशासकीय अधिकारी	S, , MF, RW, SE,C	<p>a) B. LV D,HH c) OA, BA, OL, BL, OAL, BLOA, BLA,CP, LC, DW, AAV , MDy d)MI e) MD Involving (a) to (d) above</p>	<p>Senior Administrative Officer will look after the entire administration work of the Board. To propose creation of additional posts with full justification. To propose/modificaton of recruitment rules and job specifications for all posts of in the Board. Carry out periodical administration inspection of the sub offices of the Board. Carry out disciplinary actons whenever necessary against the employees of the Board. To rcruit the staff new or vacant of the Board. To carry out the work of promotion and transfer of entire employees of the Board. Carry out other specifications as may be assigned to this post by his superiors.</p>	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१

४	विधी अधिकारी	S, ST, RW, H, C, MF	a) B, LV HH c)OL, OA, BA, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d)SLD e) MD Involving (a) to (d) above	His prime duty will be to advice the board on all legal matters relating to the working of the board. He will be responsible to explore the cases of prosecutions against defaulters after examining the record of various offices. He will be responsible to finalise the complaints/application/affidavits/notices/appeals etc. He will be required to Act, appear and plead in various courts/ tribunals/quasijudicial forums etc. whenever required. To brief panel advocates/senior counsels/special counsels as and when required. To issue legal notices to defaulting agencies after collecting data from concerned officers. To attend courts in different parts of the state and take periodical review of cases filed in various courts. To compile cases law relating to environmental legislation. To look after all legal matters including those filed by the baord or against the board in supreme court. To perform such other duties as may be assigned to him by his superiors.	
५	लेखा अधिकारी	S, ST, BN, MF, R W, SE, H,C	a) B, LV D,HH c)OA, BA, OL, BL,CP, LC, Dw, AAV, MDy d) ASD(M) e) MD Involving (a) to (d)	Responsible for the smooth working of the budget and inspection wing in the accounts section. To prepare the budget of the Board. To prepare proposals to borrow money form approved sources by way of loans or issue of boands, debentures, etc. To prepare proposals for obtaining grant in aid/ state / central Government. The annual inspections and physical varification of stock of the subordinate offices of the Board. The work related to issue of utilisation certificate whrever required. To deal with the schemes regading C.P.F., Medical Reimbursement, Graduity, Conveyance, H.B.A., etc. and maintain the records and watch the recoveries thereof. To perform such other duties as meay be assinged by the superiors.	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१

६	प्रशासकीय अधिकारी	S, ST, W, MF, RW, SE, H, C,	<p>a) B. LV D, HH BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw , AAV, MDy d) MI MD Involving (a) to (d) above</p> <p>b) c)OA, e)</p>	His duties and responsibilities will consist of the following: To estimate the man-power planning for the Board. To propose creation of additional posts with full justification. To propose the recruitment rules and job specification for all post under the Board. To carryout periodical administrative inspections of the subordinate offices of the Board. To carry out disciplinary proceedings wherever necessary. To plan the recruitment programme and to fill up the vacant posts, by following the attendant procedures. To look after the various service matters. To arrange for training programmes in respect of Board personnel. To investigate and report in the matters of pilferage, damage, thefts, sabotage etc. To carry out and other function as may be assigned to this post by his superiors.	
७	खाजगी सचिव	S, ST, W, L, MF , RW, SE, H, C,	<p>a) B, LV b)OA, OL, BL, OAL, CP, LC, Dw, AAV SLD, MI MD Involving (a) to (C)</p> <p>c) d)</p>	All type of secretarial support to Chairman & Member Secretary in the Board.	

(दिव्यांग व्यक्ति हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१)

८	सांख्यिकी अधिकारी	S, W, MF, RW, SE, C	<p>a) B, LV HH c) OA, BA, OL, BLOAL, CP, LC, DW, AAV d) ASD(M), MI e) MD</p> <p>Involving (a) to (d) above</p>	<p>b) D,</p> <p>To introduce and develop the sound system of building up of statistics under all activities of the Board. To prescribe forms and calendar of returns for various purposes. To collect, dissect, compile and rearrange the statistical data according to different needs of the Board. To circulate the statistical data to all the subordinate offices of the board. To have published the data in a telling manner in different media of publicity. To institute 'Time', 'Motion' studies and suggest norms of works. To institute organisation and methods study and apply it to the activity under the Board. To attempt costing of activity under the board and to establish cost-benefit wherever necessary. To prepare graphical charts and develop other methods of illustrative elucidation of information required by the Board. To perform such other duty as may be assigned to the post by the superiors.</p>	
९	सहायक सचिव (आस्थापना)	S, ST, RW, C, MF	<p>a) B, LV HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV MDy d) MI e) MD</p> <p>Involving (a) to (d) above</p>	<p>b) D,</p> <p>To arrange and to do the work connected with the meetings of the Board and various committees thereunder. To prepare schemes which has bearing on the welfare of the staff. To deal with matters related to office/ residential premises, To handle all matters relation to telephones including intercoms, Hot lines, Fax, Teleprinters, Teles etc. To arrange for extra official activities such as seminars symposiums, exhibits, film (documentaries) shows etc. To carry out such other duties as may be assigned to him by member secretary, chairman/.</p>	

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(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१

१०	सहायक लेखा अधिकारी	S, BN, MF, RW, SE, C	a) B. LV HH OL ,BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy Involving (a) to (c) above	b)D, c)OA, BA, d) MD	His duties and responsibilities will consist of the following : To daily sign the revenue receipts. To carry out physical verification of hard cash occasionally. To issue cheques/ drafts towards settlement of various payments. To pass bills towards services and supplies. To impart training to Board employees. To daily attest the cash book. To generally supervise the working of the Accounts wing. To perform such other function as may be assigned to him by his superiors.	
११	सहायक विधी अधिकारी	S, ST, R W, H, C, MF	a) B. LV c)OA,BA,OL,BLOAL, BLOA,BLA, CP, LC, Dw,AAV, SLD, MI Involving (a) to (d)	b)HH d) e)MD	His prime duty will be to advice the board on all legal matters relating to the working of the board. He will be responsible to explore the cases of prosecutions against defaulters after examining the record of various offices. He will be responsible to finalise the complaints/ applications/ affidavits notices/ appeals etc. He will be required to Act, appear and plead in various courts/tribunals/ quasijudicial forums etc. whenever required. To brief panel advovated/senior counsels/special counsels as and when required. To issue legal notices to defaulting agencies after collecting date from concerned officers. To attend courts in different parts of the state adn take periodical review of cases filed in vaarious courts. To cmpile cases law relating to Environmental legislations. To look after all legal matters including those filed by the board or against the board in supreme court. To perform such other duties as may be assigned to him by his superiors.	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१)

१२	वरिष्ठ लघुलेखक	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) HH c) OA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, d) ASD(M), SLD, MI e) MD Involving (a) to (d)	To take dictations and to transcribe them in to English/ Marathi over the typewriter. When not busy in distation, he is required to do general typing work. To supervise over the typing pool of the Board and equitable distribute the typing load. To preserve cut stencils in proper manner so as to be handy for reuse. To act as P.A. to whom he is attached. To carry out miscellaneous duties such as maintenance of four programmes, attending telephone duty etc. To take/ give appointments of/ to visitors. To attend meetings and to take down deliberations to facilitate drafting of minutes. To assist the Administrative Officer in the matter of conducting stonography and typing tests. To perform such other function as may be assigned to him by his superiors.	
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१३	प्रमुखलेखापाल/ कार्यालय अधीक्षक/ भांडार अधीक्षक / ग्रंथालय सहायक	S, ST, W, RW, SE, H, C	a) B. LV HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV, d) SLD, MI e) MD Involving (a) to (d)	To ensure muster crossing daily and master closing monthly. To open, mark and distribute daily tapal. To look after sanitary, security and transport arrangements. To maintain roster of duties of peon, drivers, and chowkidars. To process all service matters. To perform such other duty as may be assigned to him by his superiors.	
१४	विधी सहायक	S, ST, W, BN, RW, SE, H, C, MF	a) B. LV b) D.HH c) OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) ASD(M), SLD, MI e) MD Involving (a) to (d) above	To draft complaints/applications against defaulting agencies. To draft agreements, affidavits, contracts/notice etc. To brief the Government pleaders/panes advocates. To attend courts for preliminaries and to keep follow up in court matters. To maintain the legal department's library and prescribed registers. To perform any other duty including ministerial work as may be assigned to him by his superiors.	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१)

१५	कनिष्ठ लघुलेखक	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD(M), SLD, MI e) MD Involving (a) to (d) above	To take dictations and to transcribe them in to English/ Marathi over the typewriter. When not busy in distation, he is required to do general typing work. To supervise over the typing pool of the Board and equitable distribute the typing load. To preserve cut stencils in proper manner so as to be handy for reuse. To act as P.A. to whom he is attached. To carry out miscellaneous duties such as maintenance of tour programmes, attending telephone duty etc. To take/ give appointments of/ to visitors. To attend meetings and to take down deliberations to facilitate drafting of minutes. To assist the Administrative Officer in the matter of conducting stonography and typing tests. To perform such ohter function as may be assigned to him by his superiors.	
१६	सांख्यिकी सहायक	S, ST, W, MF, SE, RW, C	a) B, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) ASD(M), SLD, MI e) MD Involving (a) to (d)	Data collaction, compilation, and Analysis of following aaspects performance statitics of following region, to assist statitcal Officer	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१)

१७	प्रथम लिपिक/भांडारपाल	S, ST, W, L, MF, SE,	a) B, LV HH BA, BL, OAL, CP, LC, Dw, AAV, d) ASD(M, MoD), ID,SLD, MI e) MD Involving (a) to (d)	b)D, c)OA, OL, To write and maintain the daily Cash Book. To do the ledger posting daily. To execute Bank transactions. To maintain safe custody of hard cash and securities of the Board. To carry out periodical remittances. To disburse all payments duly passed. To carry out any other function as may be assigned to him by this superiors. II] First Clerk to work as Assistant Accountant in Account Branch : To scrutinise and pass bills towards services and supplies. To conduct periodical inspections of subordinate offices. To purchase field deposit Receipts for investment and present them for encashment/ reinvestment. To check and certify daily postage stamp account. To perform such other function as many be assigned to him by his superiors . III] First Clerk to work in Administrative Branch : To maintain service record, leave account etc. To deal with administrative matters. To assist the Superintendent.	
१८	वरिष्ठ लिपिक	S, ST, W, MF,RW, SE, C	a) B, LV HH BL, BA, OAL, CP, LC, Dw, AAV ,MDy d) SLD, MI e) MD Involving (a) to (d) above	b)D, c)OA, OL, To process cases of service matters within the frums work of rules and regulation. To process bills of supplies and services for passing payments thereof. To carry out correspondence on routine matters. To maintain files and build-up record on the basis of 'one subject one fils'. To cause receipt of applications for consent, renewal, cess fees etc. To account for consent fees. cess fees, fees for appeals etc. To perform any other duty as may be assigned to him by his superiors.	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१)

१९	विजतंत्री	S, ST, W, L, MF, SE,	a) D, HH OL, LC, Dw, AAV ASD(M), SLD, MI Involving (a) to (C) above	b) c) d) MD	To attend to all the work of of electrical installations such as new wiring, extensions to existing wiring, fixing of additional electrical points, for additional installations, repeirs to electric fittings, repaire to Lab instruments which run on electricity. To maintain air conditioning, repairing refrigerators, B.O.D. Incubators, Sterlisers etc. To arrange temporary electrical fitting when exhibitions/ seminars are to be arranged. To perform such other duties as may be assigned to him by his superiors.	
२०	प्रयोगशाळा सहायक	S, ST, W, MF, SE, H, C	a) LV HH OAL, CP, LC, Dw, AAV d) ASD(M, MoD), SLD MD Involving (a) to (d) above	b) D, c) OA, OL, e)	To assist the chemists in the discharge of their day to day duties. To maintain the records of receipt of samples, to index them properly, to write down the tests asked for, to make copies of the test reports and to ensure despatch of the analytical reports to the respective field offices and or privates industries laboratories. To perform such other duty as may be assigned to him by his superiors.	
२१	कनिष्ठ लिपिक/ टंकलेखक	S, ST, W, BN, RW, SE, H, C, MF	a) B. LV HH BL, BA, OAL, CP, LC, Dw, AAV d) ASD(M), SLD, MI e) MD Involving (a) to (d) above	b) D, c) OA, OL,	To look after the inward and outward of daily tapal received/ despatched. To maintain the accountal of postage stamps. To open the daily tapal, mark it to dealing assistants and to distribute the same for further needful actions. To file and link up the papers to enable the senior clerks to deal with them. To do the general typing duties. To act as Sundry errands. To perform any other duty as may be assigned to him by his superiors.	
२२	वाहन चालक	S, ST, W, BN, MF	a) D, HH AAV c) ASD, (M), SLD d) MD Involving (a) to (c)	b) OL, LC, Dw, c) ASD, (M), SLD d) MD Involving (a) to (c)	To maintain the vehicle committed to his charg in a road-worthy condition. To keep the readings of mileage and movement of his vehicle. To have his vehicle repaired through the help of stores Superintendent/ Store Keeper. To arrange for safe parking of vehicle when not ir use. To perform any other duty as may be assigned to him by his superiors.	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१)

२३	उपकरण जोडारी			To attend to all types of repairs and maintenance of water/gas supplies. To attend to the initial installation of laboratory instruments and later on to look after their minor repairs. To assist the scientific staff of laboratory in developing instrumentation under the laboratory. To perform such other duty as may be assigned to him by his superiors.	
२४	दफ्तारी	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV HH c)OA,BA,OL, OAL, CP, LC, Dw, AAV, d)ASD(M,MoD), ID, SLD, MI e) MD Involving (a) to (d) above	To maintain the record of the office in a aystematic manner yearwise. To propose destruction of old record according to procedure laid down . To file the papers. To perform any other duty as may be assigned to him by his superiore.	
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२५	चक्रमुद्रण यंत्रचालक	S, ST,W, L, KC, PP, MF, RW, SE, C	a) B. LV D.HH OL, OAL, CP, LC, Dw, AAV d) ASD(M, MoD), ID, SLD, MI e) MD Involving (a) to (d) above	b) To duplicate the stencils either on electrically operated Roneo machine or on a manually operated machine as may be available. To operate xerox printing machine as and when made available. To operate a scanner and maintain it in its working condition. To have the repairs carried out to the aforesaid machines through the help of stores superintendent/store keeper. To preserve out stencils of improtance so as to be handy for reuse.	

(दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ व पर्यावरण व वातावरणीय बदल विभाग, शासन निर्णय क्र.दिव्यांग-२०२१/प्र.क्र.३७/आस्था, दि.३ मार्च, २०२१

२६	नाईक	S, ST, W, L, KC, PP, MF, RW, SE, C	a) B. LV D.HH OL, OAL, CP, LC, Dw, AAV d) ASD(M, MoD), ID, SLD, MI e) MD Involving (a) to (d) above	b) c)OA, To supervise and arrange roaster duties of peons under his section. To take appointments of visitors to the officer to whom he is attached. To get the record systematically arranged through the help of peons in respect of dasks covered in his section. To act as sundry errands. To carryout any other duty as may be assigned to him ny his superiors.	
२७	शिपाई	S, ST, W, L, KC, PP, MF, RW, SE, C	a) B. LV D.HH OL, OAL, CP, LC, Dw, AAV d) ASD(M, MoD), ID, SLD, MI e) MD Involving (a) to (d) above	b) c)OA, To maintain general cleanliness in an office. To do the filing, to arrage set of document. To attend calling bells of officers to whom he is attached. To distribute tapal to other officers by hand delivery where so desired. To perform outdoor duty wherever necessary. To assist the store keeper/ store superintendent in the matter of annual/ periodical stock verification duties.	
२८	चौकीदार	S, ST, W, L, KC, PP, MF, RW, SE, C	a) B. LV D.HH OL, OAL, CP, LC, Dw, AAV d) ASD(M, MoD), ID, SLD, MI e) MD Involving (a) to (d) above	b) c)OA, To maintain the overall security of the office, and its various assets, recorde from pilferage/ damage/ theft/ sabotage during and outside working hours/ days. To report any contingency to the officers/ authorities of the Board, who have been provided with residential telephones. To Carry out duties of a peon when there is hortage of peons on duty. To perform any other function as may be assigned to him by his superiors.	
२९	सफाईगार	S, ST, W, L, KC, PP, MF, SE	a) B. LV HH OAL, CP, LC, Dw, AAV, d)ASD(M,MoD), ID, SLD, MI e) MD Involving (a) to (d)	b)D, c)OA, OL, Cleans, sweeps and scrubs offices. Include all work related to sweeping, cleaning etc.	

Abbreviations :शारिरिक योग्यता

PHYSICAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching,

Abbreviations : दिव्यांग प्रवर्ग

CATEGORY ABBREVIATIONS USED : B= Blind, LV=Low Vison, D=Deaf, HH=Hard of Hearing, OA= One Arm, OL=One leg, BA= Both Arms, LB= Both